Office of Spill Prevention and Response California Department of Fish & Game

Task Book: Assessment Guide

Cadre: Environmental/Historic Preservation

Organization: Operations Section

Position: Environmental Specialist

Date: August 2006



Leading America to prepare for, prevent, respond to, and recover from disasters.

Position Task Book: Purpose

Position task books have been developed for positions within the FEMA Disaster Workforce. Each task book lists the essential tasks for the specific position.

Task books are designed to:

- Describe the tasks to be performed for a given position.
- Determine training needs of individual employees.
- Serve as a tool for promoting task-related performance feedback throughout a deployment.
- Record performance assessment data.

At the completion of a deployment, your supervisor will identify the tasks you were able to perform and the tasks needing improvement. Task books do **NOT** replace the standard performance appraisal process.

Responsibilities

Listed below are the responsibilities associated with completion of this position task book.

The **Individual Employee** is responsible for:

- Reviewing and understanding instructions in this task book.
- Identifying desired objectives/goals related to the assigned tasks and subtasks.
- Providing background information to the supervisor.
- Demonstrating the ability to perform all tasks and subtasks for an assigned position.
- Working with the supervisor to improve performance as needed.

The **Supervisor** is responsible for:

- Being qualified and proficient in the position being evaluated or seeking technical assistance from someone who is qualified.
- Meeting with the individual employee and determining past experience, current qualifications, and desired objectives/goals.
- Reviewing task and subtask expectations with the individual employee.
- Explaining to the individual employee the evaluation procedures that will be used.
- Accurately evaluating and recording demonstrated performance of tasks and subtasks.
- Completing the evaluation record within this task book.
- Providing constructive feedback to the employee.
- Suggesting steps for improving performance as needed.

FEMA Task Books are produced by the Emergency Management Institute (EMI).

For more information or to suggest changes, corrections, or improvements, please contact:

Emergency Management Institute National Emergency Training Center Emmitsburg, Maryland 21727 * ATTN: "Position Task Book"

Assessment Instructions

This task book is used to guide the performance assessment process. Onsite supervisory personnel will assess members of the Disaster Workforce cadres using this document and provide feedback. This assessment process is to document performance of required tasks and to identify development plans for improvement.

Who Must Receive an Assessment? All personnel,

including permanent full-time employees, disaster assistance employees (DAEs), and core positions, must receive an assessment. The information gathered from this assessment process can be used to support the performance appraisal process.

When Is Performance Assessed?

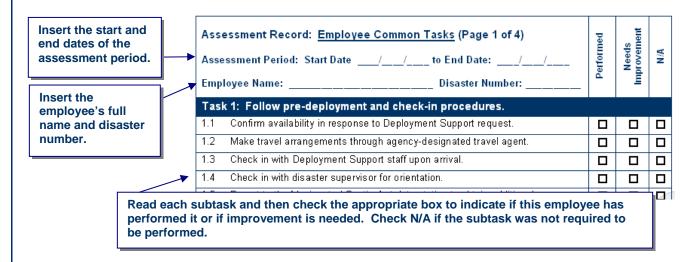
Mandatory: This assessment MUST be completed at the end of the deployment.

Optional: An interim assessment may be conducted when there is:

- A change in job title.
- A change in supervisor.
- Job performance indication that improvement is needed.
- An employee request for an assessment.

How Is the Assessment Completed?

Review the tasks listed. These task lists should be used to help you collect performance information. To collect performance information, you should observe the employee. Make sure you have specific examples of the employee's strengths and weaknesses. Then, complete the assessment record as follows:



After each set of tasks, add comments on the employee's strengths and areas for improvement. It is recommended that you conduct a feedback session in order to:

- Highlight accomplishments and positive performance.
- Provide constructive feedback in areas that need further development.

Find a private location to conduct the session. During the feedback session, you may want to:

- Begin by asking the individual to comment on his or her strengths and weaknesses.
- Next, present a summary of the overall performance strengths demonstrated during the performance period.
- Then, review the assessment record and comments. Discuss the areas requiring performance improvement.
- Encourage the individual to make comments regarding the assessment.
- Finally, sign and date each section.

Cadre: Environmental/Historic Preservation

Organization: Operations Section Position: Environmental Specialist

Employee Common Tasks

- Follow pre-deployment and check-in procedures.
- Follow check-out procedures.
- Complete ongoing administrative procedures.
- Establish and maintain positive and ethical behaviors during interpersonal, intra-agency, and interagency interactions.
- Help resolve problems/issues and make effective decisions.
- Prepare written reports and other documents.
- Communicate orally with others to exchange and clarify information.
- Exhibit an understanding of relevant safety and security procedures.

Environmental Specialist Position-Specific Tasks

- Collect data on environmental resources and/or issues related to potential impacts.
- Analyze data.
- Disseminate information to internal and external stakeholders.
- Provide technical assistance.
- Prepare programmatic, disaster wide, or project-specific procedures and agreements to facilitate compliance.
- Conduct environmental reviews.
- Manage documentation.
- Identify and coordinate training needs. (When assigned as a specialty area.)
- Conduct training. (When assigned as a specialty area.)

Assessment Record: Employee Common Tasks (Page 1 of 4)		Performed	Needs Improvement	4
Asse	ssment Period: Start Date/to End Date:/	ərfor	Nee	N/A
Empl	oyee Name: Disaster Number:	Ğ	<u> m</u>	
Task	1: Follow pre-deployment and check-in procedures.			
1.1	Confirm availability in response to Deployment Support request.			
1.2	Make travel arrangements through agency-designated travel agent.			
1.3	Check in with Deployment Support staff upon arrival.			
1.4	Check in with disaster supervisor for orientation.			
1.5	Complete check-in procedures at duty station to obtain additional information.			
1.6	Complete appropriate forms .			
1.7	Report to the Logistics Helpdesk to obtain requisition for accountable property and network access.			
1.8	Obtain authorization for accountable property from supervisor.			
1.9	Locate assigned workspace.			
1.10	Pick up equipment (e.g., computer, phone) as required, ().			
1.11	Obtain pertinent information about the operation (about the disaster, Field Office (FO), facility safety and security).			
1.12	Review the task book for assigned position and clarify supervisor expectations as needed.			
1.13	Display OSPR identification in the proper manner (i.e., wear badge above the waist).			
1.14	Demonstrate full and consistent compliance with all pre-deployment policies and check-in procedures.			
Task	2: Follow check-out procedures.			
2.1	Schedule debriefing session with supervisor to complete the task book assessment record and performance appraisal.			
2.2	Submit final time and attendance (T&A) statement signed by supervisor.			
2.3	Make return travel arrangements through agency-designated travel agent.			
2.4	Prepare final travel voucher in coordination with the Cost Unit.			
2.5	Return equipment or release.			
2.6	Clear workstation and return supplies to Supply Unit.			
2.7	Submit check-out form(s) with supporting documentation (e.g., task book assessment record, performance appraisal form) as instructed.			
2.8	Check out through Deployment Support staff with required information (e.g., job completed, rotation).			
2.9	Demonstrate full and consistent compliance with all policies and check-out procedures.			

Asse	essment Record: <u>Employee Common Tasks</u> (Page 2 of 4)	Performed	Needs Improvement	N/A	
Task	3: Complete ongoing administrative procedures.				
3.1	Update Deployment Support and onsite supervisor with any changes in duty station, lodging, and/or emergency contact as needed.				
3.2	Complete T&A reports and input into automated system or submit for processing (bi-weekly).				
3.3	Prepare travel voucher in coordination with the Cost Unit on a bi-weekly basis.				
3.4	Get limited approvals (e.g., rental cars) renewed, as appropriate, on extended deployments.				
3.5	Reconcile Government credit card account statements with approved travel vouchers in accordance with split-pay policy.				
3.6	Demonstrate full and consistent compliance with all administrative procedures.				
Task 4: Establish and maintain positive and ethical behaviors during interpersonal, intra-agency, and interagency interactions.					
4.1	Maintain a high standard of ethics required of employees that is consistent with core values.				
4.2	Demonstrate sensitivity to cultural diversity, race, gender, disabilities, and other individual differences in accordance with the nondiscrimination policy.				
4.3	Take measures to safeguard confidential information and records.				
4.4	Foster consensus-building among coworkers, supervisors, and others.				
4.5	Cultivate professional relationships with coworkers and others to exchange information and work effectively.				
4.6	Handle differences/disputes with others in a positive, constructive manner.				
4.7	Represent OSPR in a professional manner when working with internal and external parties.				
4.8	Establish an effective rapport with individuals who are initially difficult, emotional, or distressed.				
4.9	Relate effectively to people from varied backgrounds and different situations.				
4.10	Comply with chain-of-command principles by operating within the established lines of authority.				
4.11	Exhibit appropriate public stewardship of taxpayer dollars.				
4.12	Complete tasks using time and resources effectively and efficiently (e.g., keep travel time to a minimum, obtain lodging that is appropriate to duty station).				

Asse	essment Record: Employee Common Tasks (Page 3 of 4)	Performed	Needs Improvement	N/A
Task	5: Help resolve problems/issues and make effective decisions.			
5.1	Adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles.			
5.2	Identify and analyze issues and problems.			
5.3	Confer with coworkers, supervisor, and/or others as appropriate when making decisions.			
5.4	Generate alternative solutions or strategies to address problems or needs.			
5.5	Assess the impact of alternatives on the overall operation and work unit.			
5.6	Recommend alternative solutions or strategies for addressing the problems/issues.			
5.7	Contribute to group problem-solving efforts.			
5.8	Implement group-derived solutions or strategies to address problems/issues.			
5.9 .				
5.10	Deal effectively with pressure; maintain focus and intensity and remain optimistic and persistent, even under adverse conditions.			
5.11	Exercise good judgment by making sound, well-informed, and timely decisions.			
Task	6: Prepare written reports and other documents.			
6.1	Write documents using "plain English" that are well organized and appropriate for the intended audience.			
6.2	Write clear and concise emails and other written documents.			
6.3	Use email and other official modes of written communication for business purposes only.			
6.4	Use computer software and programs required to support task performance.			
6.5	Submit written documents through the proper channels.			
6.6	Proofread written documents before submission to ensure correct grammar, spelling, and punctuation.			
6.7	Produce reports using established formats and on required forms.			
6.8	Develop written materials that are complete and accurate.			
Task	7: Communicate orally with others to exchange and clarify informati	ion.		
7.1	Share relevant information and/or developments with coworkers, as necessary.			
7.2	Explain decisions, conclusions, findings, or recommendations to the appropriate person or group.			
7.3	Attend meetings to obtain information for use in programs, or to inform management of program status.			
7.4	Represent the cadre's role in a manner that promotes awareness of capabilities, services, and accomplishments.			

Asse	essment Record: Employee Common Tasks (Page 4 of 4)	Performed	Needs Improvement	N/A	
Task	8: Exhibit an understanding of relevant safety and security procedu	res.			
8.1	Provide for the safety, welfare, and accountability of coworkers during the entire period of deployment.				
8.2	Safeguard property and equipment.				
8.3	Communicate potentially hazardous situations to immediate supervisor or Safety Officer.				
8.4	Take necessary precautions when hazards exist.				
8.5	Protect personal information to prevent identity theft.				
8.6	Comply with mandatory Information Technology security procedures.				
8.7	Comply with the violence in the workplace policy.				
Employee Common Tasks and Subtasks Comments					
Asses	Assessment Date:/				
Super	visor: Employee:				

(Pag	essment Record: Environmental Specialist Position-Specific Tasks e 1 of 4) ssment Period: Start Date// to End Date:// loyee Name: Disaster Number:	Performed	Needs Improvement	N/A
Task impa	1: Collect data on environmental resources and/or issues related to	potei	ntial	
1.1	Participate in the Preliminary Damage Assessment (PDA) process and/or review PDA data.			
1.2	Exchange information related to potential impacts with State and Federal environmental resource agency staff, State emergency management staff, tribal government personnel, and other stakeholders.			
1.3	Acquire Geographic Information System (GIS) data and other relevant/available data.			
1.4	Consult with Region and program staff to collect information about potential impacts.			
1.5	Meet environmental review needs by collecting relevant, applicable, and accurate data from pertinent sources.			
Task	2: Analyze data.			
2.1	Synthesize information to assist in the development or updating of environmental compliance strategies.			
2.2	Identify potential/actual project impacts and compliance issues.			
2.3	Compile data for reporting purposes.			
2.4	Conduct a thorough analysis of the relevant environmental information in order to develop appropriate recommendations and determinations in accordance with environmental laws, Executive orders, regulations, agreements, and procedures.			
Task	3: Disseminate information to internal and external stakeholders.			
3.1	Provide information on the environmental issues, review process, and requirements for funded projects/actions to program staff, grantees, and subgrantees during Applicant Briefings, Kickoff Meetings, or when needed.			
3.2	Design and deliver environmental compliance training and presentations.			
3.3	Provide internal and external stakeholders with appropriate information in a manner that enables them to fully understand and manage their environmental requirements and responsibilities.			
Task	4: Provide technical assistance.			
4.1	Serve as a technical expert and resource for environmental issues.			
4.2	Research technical issues and best practices to answer specific questions, provide recommendations, or solve problems.			
4.3	Interpret environmental laws, Executive orders, regulations, and policy, and consult legal counsel, when appropriate.			
4.4	Advise program staff and Environmental/Historic Preservation Advisor/Team Leader of potential noncompliance.			
4.5	Identify when additional Environmental and Historic Preservation (EHP) expertise is required in a disaster operation.			

	essment Record: Environmental Specialist Position-Specific Tasks e 2 of 4)	Performed	Needs Improvement	N/A
Task	4: Provide technical assistance. (Continued)			
4.6	Help the Environmental/Historic Preservation Advisor/Team Leader develop the compliance strategy and provide input for the Incident Action Plan (IAP).			
4.7	Help the Environmental/Historic Preservation Advisor/Team Leader acquire needed resources through technical assistance contracts, mission assignments, or other means.			
4.8	Communicate proper, precise, and timely environmental information, advice, and opinions in order to solve problems, answer questions, and inform others.			
	5: Prepare programmatic, disaster wide, or project-specific procedu	res a	nd	
	ements to facilitate compliance.			
5.1	Identify those documents and agreements that could facilitate compliance (e.g., Programmatic Category Exclusions (CATEXs), Environmental Assessments, Biological Assessments).			
5.2	Draft documents to facilitate compliance.			
5.3	Help the Environmental/Historic Preservation Advisor/Team Leader negotiate and execute agreements.			
5.4	Prepare procedures and agreements that follow national templates, are legally sufficient, and assure the successful completion of the environmental compliance process.			
Task	6: Conduct environmental reviews.			
6.1	Determine the scope and level of review necessary.			
6.2	Identify interested parties and required public involvement.			
6.3	Coordinate and integrate environmental reviews with concurrent historic preservation reviews.			
6.4	Review the proposed actions/projects in accordance with applicable laws, regulations, and agreements.			
6.5	Consult with other agencies/organizations regarding regulatory requirements.			
6.6	Conduct site visits, when required.			
6.7	Help program staff and applicants identify measures that will avoid, minimize, restore, or compensate for adverse impacts.			
6.8	Document the review process.			
6.9	Identify and convey project conditions to program staff.			
6.10	Conduct complete, timely, and legally sufficient environmental reviews at the level appropriate for the potential presence and significance of, and impact to, environmental resources.			
6.11	Facilitate the development of solutions that address the project purpose and need, minimize the environmental impact, and address the concerns of all involved parties to the extent practicable.			

	essment Record: Environmental Specialist Position-Specific Tasks ge 3 of 4)	Performed	Needs Improvement	N/A
Tasl	k 7: Manage documentation.			
7.1	Organize and file documents (e.g., correspondence, maps, research notes, project descriptions, consultation letters, meeting and phone call minutes, photographs, forms, reports, agreements).			
7.2	Consolidate documents into disaster record.			
7.3	Verify the accuracy and legal sufficiency of all environmental documentation.			
Tasl area	k 8: Identify and coordinate EHP training needs. (When assigned as a a.)	spec	ialty	
8.1	Coordinate with the EHP Team Leader, EHP Advisor, and program management to identify training needs for program staff and the EHP staff.			
8.2	Provide input in the training component of the EHP Strategic Plan, which identifies training needs and strategies.			
8.3	Develop an EHP training plan for EHP and program staff.			
8.4	Coordinate with the Training Unit and the HQ EHP Unit (as applicable) to schedule and plan specific training offerings.			
8.5	Make all arrangements, as needed, for instructors, training participants, and facilities.			
8.6	Assist, as necessary, to ensure the development and/or delivery of training materials to the identified training facility.			
Tasl	k 9: Conduct EHP training. (When assigned as a specialty area.)			
9.1	Assist, as necessary, in the delivery of EHP training to program staff and EHP staff.			
9.2	Maintain training records and provide them to the Training Unit.			
Tasl	k 10: Perform other duties, as assigned.			

Assessment Record: Environmental Specialist Position-Specific Tasks (Page 4 of 4)

Environmental Specialist Position-Specific Tasks and Subtasks Comments

Assessment Date: ___/___/___

Supervisor: _____ Employee: ____

Organization: Operations Section